

PB 71-0406

Executive Registry  
71-1203

8 March 1971

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Report of Cable Secretariat Operations  
1 - 28 February 1971

1. The workload in February 1971 was 62,358 items, a 13% increase over February 1970. For the eight months of FY 1971 we are running even with the same period in Fiscal Year 1970.

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2. As of 28 February 1971 we had an assigned strength of [redacted] persons, the same as last month.

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3. Friday, February 12, 1971 [redacted] O/PPB, met briefly with [redacted] and me to gather information re Automatic Dissemination. Also present were [redacted] and [redacted] representatives from the DDP. The suggestion was made to tour the State Department's Automated Terminal System in order to demonstrate the goals of our automation planning. [redacted] escorted the three members of the Committee to State Department on Tuesday, 16 February.

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4. On 26 February 1971, [redacted] and I briefed [redacted], Assistant Deputy Director Support, along with [redacted], Chief DOMCA, Office of Communications on the missions and functions of the Cable Secretariat, and the status of ACT-II and took them through the shop. [redacted] asked many questions and I believe he was satisfied with the way the Cable Secretariat operates, though I did receive word from [redacted] that working conditions were not quite what he would like. With that as a lever, we have asked that certain work orders be completed and that the area be repainted.

5. On 2 February I made a trip to Seattle to review with the Collator Corporation their progress in designing a sorter for us. In turn, Mr. Snellman, the President of the company, and Mr. Davis, his chief engineer, visited the office on Saturday, 20 February to see first-hand how we processed cables. A proposal is to be submitted early in March and we hope to put in a purchase order shortly thereafter. The sorter will do our job exceedingly well in an area where we most need machine-help sorting and slotting cables.

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✓ Cable Secretary